

8 November 1982

NOTE FOR: NIO

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1. I would like to outline an office procedure that will provide Harry and me the means to discharge our responsibilities to the Director. This concerns the dispatch of NIO correspondence to the Director's office and how that correspondence is handled through the joint DDI/NIC Registry and through the NIC front office.

2. In short, the standard procedure for this office requires NIO correspondence to the DCI to pass through the Chairman/Vice Chairman, NIC enroute to the Director's office. There have been and will be exceptions when it is necessary to rush a project through and there is no time for the hour or so pause that may occur in passing through the Chairman, NIC's office. I believe the secretaries fully understand the process of putting the completed correspondence in a folder with appropriate routing slips and sending it to the Chairman, NIC's office. There it will be reviewed to ensure that the NIO activity is in consonance with the broader DCI interests and requirements. The review also provides the Chairman, NIC with information he requires to meet his responsibility to the Director.

3. In summary, while noting there will be exceptions from time to time, I expect NIO correspondence to come through this office before it gets to the Director.



H. F. Hutchinson, Jr.
VC/NIC

CC: C/NIC